

# Idaho Millennium Fund

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## GRANT APPLICATION



**2006**

### **JOINT MILLENNIUM FUND COMMITTEE**

#### **SENATE**

Patti Anne Lodge, Co-Chair  
Denton Darrington  
Dean Cameron  
Elliot Werk  
Kate Kelly

#### **HOUSE**

Dennis Lake, Co-Chair  
Jim Clark  
Janice McGeachin  
Margaret Henbest  
John Rusche

## BACKGROUND

The Idaho Millennium Fund was established by the Legislature in 2000 as the repository of all funds received by the State of Idaho under the tobacco Master Settlement Agreement reached between participating states and tobacco product manufacturers. Each fiscal year, five percent of the Fund's fair market value is made available for legislative appropriation. The Joint Millennium Fund Committee, made up of five senators and five representatives, is charged with reviewing grant applications and providing a funding recommendation to the Legislature.

## FUNDING

- *Grants are contingent upon available funding.*
- The committee will only consider applications for programs and projects directly related to one or more of the following: (1) tobacco cessation or prevention; (2) substance abuse cessation or prevention; or (3) tobacco or substance abuse related disease treatment.
- The committee will not consider applications requesting funding for permanent capital improvements or organizational start-up costs.
- Projects will be funded for state fiscal year 2007 (July 1, 2006 – June 30, 2007).
- Funding decisions will be made by April 2006. Funding will begin July 2006.
- Grant payments will be distributed in one lump sum in July.

## GRANT APPLICATION REVIEW

The Joint Millennium Fund Committee will hold a meeting in Boise in November or December, at which all applicants will be requested to present their grant proposal and respond to questions from the committee. The committee will vote on a list of finalists at a later date and forward its non-binding recommendations to the Legislature.

## APPLICATION PROCEDURE

Grant applications must be received by close of business **Monday, October 31, 2005** (applications postmarked, but not received, by this date will not be accepted). Applications may also be e-mailed as an attachment in the following formats: Microsoft Word, Excel or Publisher (or a combination thereof), or Adobe Acrobat. **No faxes please.**

Two completed applications **not to exceed twelve (12) pages each** (single-sided) should be sent to:

Cathy Holland-Smith  
Legislative Services Office  
Budget & Policy Analysis  
State Capitol, Room 334  
Boise, ID 83720-0054  
or  
cholland@lso.idaho.gov

**IMPORTANT:** Committee members receive a photocopy of each grant application. As such, application packets should be paper clipped, rather than stapled, bound or otherwise attached, in order to facilitate photocopying. Similarly, applications should not include brochures, photographs or other materials which cannot be easily photocopied and disseminated.

**Applications shall be organized in the following format  
and contain the following information**

**I. EXECUTIVE SUMMARY**

- Date
- Contact person(s) and title(s)
- Name of organization and mailing address
- Telephone and fax numbers and e-mail address of organization and contact person(s)
- **Concise** description of the purpose of the funding request
- Number of individuals, geographic area, and target population benefiting from this proposal
- Total project budget
- Total dollar amount requested

***Part I not to exceed two (2) pages***

**II. PROPOSAL**

**A. Organizational Background**

1. Description of organization's history, mission, and goals.
2. Description of current programs, activities, and accomplishments.
3. List of board and staff members, and a brief description of their respective responsibilities.
4. Copy of current budget and description of current sources of funding.

**B. Purpose of Request: Goals and Outcomes**

1. Briefly describe the issue(s) you will address.
2. Describe the overall purpose(s) of your project and the areas that will be different at the end of the project or grant period. Include information on:

a. The short-term objectives you want to achieve with this grant request.

b. The long-term objectives you are working toward, and how this grant request relates to them.

**C. Organizational Capacity**

Describe why your organization is well-positioned to implement this grant request. Include information on:

1. How this grant relates to your organization's strategic plan and mission.
2. Related program or organizational accomplishments.
3. Links with other organizations doing similar or related work in your geographic area or on the same issue.
4. Qualifications and responsibilities of the staff and volunteers who will be working with the target population (this information should be presented in summary form).
5. The target population's involvement in your organization (e.g. as volunteers or as board, staff, or advisory group members).

**D. Process**

Summarize the work plan you will use to accomplish your goals and outcomes. Include information on:

1. Tasks and timetable for key staff executing this effort.
2. Tasks and timetable for key organizations involved in this effort.

3. Existing community resources you will use (e.g., facilities, people, and partnerships).
4. Activities or tasks that will occur on a day-to-day basis.
5. The target population and how they will benefit.
6. The target population's involvement in the project's development and execution.

#### **E. Evaluation Plan**

Using sections B (Purpose of Request: Goals and Outcomes) and D (Process), describe what you want to learn about your program goals, outcomes, and process over the grant period. Include information on:

1. Two or three primary evaluation questions you expect to answer.
2. The assessment methods/strategies you will use to answer your evaluation questions (e.g. records, surveys, interviews, pre- and post-tests, community feedback, etc.). Please be specific and realistic.
3. How your organization will involve stakeholders in the evaluation process (e.g. board, the target population, and community members).
4. How your organization will use this information to improve future outcomes internally (e.g. for program improvement, fund-raising, communications, etc.) and externally (e.g., disseminate lessons learned through reports, workshops, and networking activities).

#### **F. Sustainability**

Describe the additional resources needed to continue this project over time (e.g. financial,

staffing, partners, etc.). Include information on:

1. How you will secure the other resources necessary and/or complete the work involved in this grant request.
2. How your organization plans to support this project in the future.

### **III. BUDGET**

1. Indicate total project cost and amount requested from the Idaho Millennium. Identify other fund sources. Indicate what percentage of the total organizational budget this grant would provide.
2. Provide a matrix showing expenditure categories (e.g. operating expenses, personnel costs, capital outlay), income sources, expenditure totals, and timeline.
3. Provide additional narrative detail breaking down operating expenses by categories such as travel, meetings, etc.; personnel costs by categories such as salaries, benefits, etc.; and capital outlay by categories such as equipment and supplies. Please include the number of staff anticipated to be fully or partially supported by these funds, and the percentage of each respective salary funded with these funds (e.g. "this grant would pay 25% of the salary of one full-time equivalent position").

***Parts II & III not to exceed a cumulative total of ten (10) pages***

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**QUESTIONS?** Contact Cathy Holland-Smith at 334-4731 or [cholland@lso.state.id.us](mailto:cholland@lso.state.id.us)